



## ***COMMUNITY TECHNICAL ASSISTANCE PROGRAM TRAINING LIBRARY***

The Community Technical Assistance Program (CTAP) has begun the process of slowly rebuilding the library that the program once had. CTAP is focusing on the acquisition of digital training materials that can easily be mailed to and presented to larger numbers of clients.

CTAP's current digital library currently contains training CD-ROM's purchased from the American Planning Association. Almost all of these training CD-ROM's consist of self-running Power Point presentations with audio. In addition, most of these training CD-ROM's have transcripts of the presentation and lists of resource materials. A comprehensive list of the training CD-ROM's available is located at the end of this document.

### **Procedure for Borrowing Training CD-ROMs from the CTAP Digital Library**

1. Every organization or person wishing to borrow training CD-ROM's must register with CTAP by providing the following information either by :
  - a. Name
  - b. Organization
  - c. Mailing address
  - d. Phone number
  - e. E-mail address
2. Only one training CD-ROM will be checked out per person or organization.
3. Check out period will be for a maximum of two weeks
4. Checked out training CD-ROM's must be returned to CTAP by an individual or organization before additional CD-ROM's can be requested.
5. Requests for specific training CD-ROM's can be made via phone or e-mail.





6. Training CD-ROM's will be mailed to library customer by CTAP staff.
7. The mailing from CTAP staff will include an unsealed CD-ROM envelope that will be addressed with CTAP's address and have the appropriate postage for return to CTAP. Library customers will simply need to place the CD-ROM into the envelope, seal it and mail it back to CTAP.

Please note that these materials are intended to serve as a training resource for any interested individual or organization in the State of Montana. They have been purchased with tax payer's dollars, so please treat them with respect and abide by the CTAP check-out policies.

Please contact us if you have any questions or comments.

Sincerely,

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## American Planning Association Training Courses: Self Running Power Point Presentations with Audio Available from CTAP

TITLE	DESCRIPTION OF COURSE
<b>A Planner's Dictionary</b>	
<b>Agreements, Fees and CIP</b>	The experts explain development and annexation agreements, impact fees, and effective capital improvements programming.
<b>Best Practices for Leading-Edge Community Plans</b>	Learn about cutting-edge approaches to your community plan process.
<b>Contemporary Zoning</b>	Reflections on Big City Zoning; Smart Growth for Citizen Planners and The Face of Zoning in the 21st Century
<b>Dealing with an Angry Public</b>	Avoid disorderly public hearings and meetings. Even communities with strongly polarized debates can successfully confront controversy and maintain good planning using the approaches outlined in this presentation.
<b>Defensible Design Review</b>	Do aesthetic interests clash with private property rights in your community? Whether a community pursues its objectives through design guidelines or prescriptive codes, there are significant policy and legal issues. Learn what aspects of design can be translated into code and how to draft principles.
<b>Design Guidelines for Small Towns and Rural Communities</b>	Preserve character while encouraging commercial and residential growth in small towns and rural communities.
<b>Development Finance and Pro Formas</b>	Experts discuss what planners need to know about development finance and pro formas.
<b>Economic Development for Small Towns</b>	Learn how small towns can build a solid economic foundation.
<b>Economics of Density</b>	Hear perspectives on density from an economist, a planning director, a developer, and a financial consultant.
<b>Farmland Preservation</b>	An incisive look at the impacts of agricultural land loss and new tools to combat it.
<b>Form Based Zoning</b>	Experts explain an alternative to conventional zoning codes that can help communities create sense of place.
<b>Getting to Density</b>	Experts explain when, where, and how to consider density.
<b>Improving the Development Review Process</b>	Learn practical tips and guidelines for improving the development review process.
<b>Innovative Controls for Land Use Regulations</b>	An introduction to new tools for integrating zoning and development processes for land-use regulation.
<b>Introduction to the Planning Commission</b>	Two-part, four-hour ready-made training program for new planning commissioners.
<b>Introduction to the Zoning Board of Adjustment</b>	The operation of the Zoning Board of Adjustment and the challenges it faces are the focus of this training program.

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<b>Land Use Planning and Environmental Law</b>	Experts discuss developments in planning law, including eminent domain, exactions, mobile homes, RLUIPA, and more.
<b>Legal foundation for Planning Commission and Zoning Board Decisions</b>	Hear what's relevant and necessary to promote sound planning and zoning practices in your community by understanding planning legal issues.
<b>Legal Foundation for the Zoning Ordinance</b>	Learn the legal aspects of redrafting zoning ordinances and avoid legal challenges.
<b>Maintaining Neighborhood Character</b>	Learn how communities have developed codes and guidelines, as well as community visioning programs, that respond to incompatible developments.
<b>Making Technical Presentations</b>	Learn to create presentations that explain technical information clearly.
<b>Mastering Meeting Management</b>	Veterans of public meetings share their techniques and insights on how to run productive, effective meetings.
<b>Mechanics of Code Writing</b>	Veteran or novice, you'll explore the fundamentals of code writing.
<b>Meeting the Sign Regulation Challenge</b>	Two programs explore how to create effective and defensible sign regulations. Keep your community beautiful and safe from legal challenges to your sign ordinance.
<b>New Directions in Neighborhood Planning</b>	New neighborhood planning methods favor a faster, more flexible approach. Learn how to develop partnerships, increase citizen participation, and set short-range goals to produce immediate solutions.
<b>Paying for Growth</b>	Experts discuss paying for community growth using tools such as impact fees, tax increment financing, tax-base sharing, and exactions.
<b>Planning Ethics for Planning Commissioners</b>	Educate commissioners regarding ethical responsibilities with two sessions from APA National Planning Conferences: Ethics and Planning Decision Making and Planning Commissioner Ethics.
<b>Planning for Safe Growth</b>	Understand how communities can prepare for natural disasters and other emergencies, as well as design safe streets and public spaces.
<b>Preserving and Promoting Community Character</b>	Appearance controls continue to spark controversy in many communities. Learn about the latest design review systems and their effectiveness.
<b>Public Anger and Community Decision Making</b>	Tips, techniques, and insights into why public anger erupts and how planning leads to good decision making.
<b>Regulation of Nonconforming Uses</b>	Learn how nonconforming uses come into existence and how to eliminate or reduce them.
<b>Staying Out of Court by Avoiding Pitfalls</b>	Panelists discuss common pitfalls that could lead to litigation for the commission.

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<b>The Community Plan: Trends, Preparation and Implementation</b>	Learn the fundamentals of how plans are developed and what they can do. Hear what trends have developed and study what elements remain consistent from place to place. Hear how planners can keep plans relevant.
<b>The Legal Framework for Planning</b>	Experts provide a guide to the basic legal issues planning commissioners face.
<b>Updating the Zoning Ordinance</b>	Is your zoning ordinance out of date? Learn how to diagnose your ordinance and plan the redrafting project.
<b>Writing Better Staff Reports</b>	Improve your staff reports with advice from the experts. See examples from various communities and hear an overview of the research on best practices.